Building a Great Presentation

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Presentation Overview

- Planning Your Presentation
- Building Your Slides
- Using DesignTemplates
- Advanced PowerPoint Features
- Delivery Techniques

Planning Your Presentation

Analyze your audience

Plan your purpose

- Motivate
- Persuade
- Inform
- Impress
- Show teamwork

Planning Your Presentation

- Plan Your Outline to include:
  - Title
  - Presentation Overview
  - Content
  - Summary
  - Thanks and Questions

Planning Your Presentation

Plan Your Time

Plan at least 30 seconds per slide; 1 minute is better

A 30 minute presentation should have roughly 20-30 slides

Planning Your Presentation

Plan your content:

3-5 bullet points (at the most) per slide

Include pictures as much as possible

Use chart features to depict data

Use the full slide width for extensive data

Decide on a linear or non-linear presentation

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Building Your Slides

Modify the Master Slide

Change font, size, etc once for the entire presentation

Demonstrate Master Slide

Building Your Slides

Consider changing the traditional design

Eliminate bullets; use tabs instead

Use the entire slide width for titles

Use a new template not currently in PowerPoint

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Design Templates

Use a light background with dark text

Dark backgrounds are problematic in dim lighting

Choose a template that matches your content thematically as much as possible

Try to avoid animated templates

Design Templates

Download free templates from these sites:

http://www.brainybetty.com

[http://www.soniacoleman.com/**templates**.htm](http://www.soniacoleman.com/templates.htm)

Design Templates

Modify Master Slide to your preferences

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Advanced PowerPoint Features

Custom animation

Using internal hyperlinks

Using external hyperlinks

Using a motion path

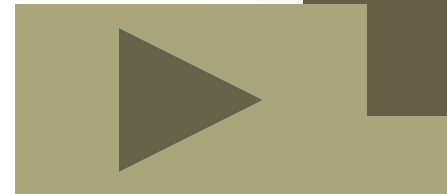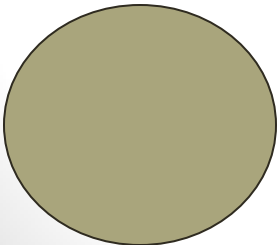Linking to another PowerPoint show

Buttons

Advanced PowerPoint Features

Go to Slide One – internal link

Go to Mercer School of Engineering – external link

Go to another presentation

Go to a Word file

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Delivery Techniques

Where to stand

Where to stay

Using your voice

Laser pointer?

Constantly orienting the listener

Managing gestures

Thanking the audience

Asking for questions

Thank you!

Any questions?